

INSTRUCTIONS FOR COMPLETING ITM TRAVELER INFORMATION FOR NON-ROUTING USERS FORM

The ITM Traveler Information form is used to set up or update non-routing offices in the Integrated Travel Manager database. This information will then need to be provided to our office via email attachment to Travel.Manager@noaa.gov. If you would like to obtain an electronic format of this form, it is available on the CAMS Home Page at <http://www.ofa.noaa.gov/~cams/> under Integrated Travel Manager (ITM) Information, ITM Forms.

Contact Name	Provide the name of the individual completing the Travel Information Form.
Date	Provide the current date.
Phone Number	Provide the phone number of the individual completing the Travel Information Form.
FIMA Org. Code	Provide your organization's FIMA Org. Code.
Organization Name	Provide the name of the Organization (Division) for which this form is being completed.
LAN Administrator	Provide the name(s) and phone number(s) of the LAN Administrator(s) responsible for your office.
Travelers	Provide a list of all travelers within your organization. This would include all people in your office who have the potential of traveling TDY or Local travel. <i>Note:</i> Anyone wanting access to Travel Manager 7.1 must also be on the list.
Social Security Numbers	Provide Social Security Numbers for each traveler you have identified.
User Access	Identify the people within your office who will need to have access to using Travel Manager 7.1 and indicate Yes or No in this field.
Group Admin Access	Identify the people within your office who will need to be given Group Admin. Access and indicate Yes or No in this field. An individual given group access will be able to create, view, print, and generate reports on all travel documents for all employees in the group. Individuals not given group access will only be able to access their own travel documents. NOTE: Since individuals given group access are able to view employee names and Social Security Numbers, this designation should be restricted to those individuals who will be performing Travel Manager functions for various group members.

Note: Please keep in mind when filling out the Travel Information Form, to keep travelers grouped according to their corresponding organizations (FIMA Org.).

Please contact the "Travel Help" Line if you need further assistance in completing the Travel Information Form. We can be reached @ 301-427-1009 and ask for "Travel Help".